

TOWN OF LOS GATOS  
COUNCIL POLICY COMMITTEE  
May 12, 2016 10:00 a.m.

110 E. Main Street  
Town Council Chambers  
Los Gatos, California

**MINUTES**

**Call to Order**

The Council Policy Committee meeting was called to order at 10:02 a.m.

**Members and Staff present:**

Vice Mayor Marico Sayoc  
Councilmember Marcia Jensen  
Laurel Prevetti, Town Manager  
Joel Paulson, Community Development Director  
Christina Gilmore, Assistant to the Town Manager

**Verbal Communications**

None

**Agenda Items**

**1. Approval of April 28, 2016 Council Policy Committee Meeting Minutes**

**Committee Action:**

The Committee unanimously approved the draft minutes with no changes.

The Committee discussed the revised Entertainment Policy that was distributed by email to members of the Committee as directed at the April 28 meeting. The Committee directed staff to draft a staff report to the Town Council, to include recommendations for an Entertainment Policy and include alternatives for Planning Commission or Design Review Committee (DRC) review of late night entertainment applications for Town Council consideration.

**2. Review and discuss draft Civic Center Facilities Use Policy**

The Committee reviewed the draft Civic Facilities Policy provided the following direction:

- Explore options that would allow events on the Civic Center Lawn to be scheduled no sooner than two months prior to the event date.
- Special event use of the Civic Center Lawn can be scheduled to encourage synergy between the Library or other Town programs and events.

- Pageant Park use should be regulated under existing park use policies.
- The Civic Center Deck and Stairs are an extension of the Lawn, and should have the same rules, policies and procedures for use.
- Special event use at the Civic Center should not impede the public's accessibility to Town Hall or conflict with Town Council, Planning Commission, or other Town-related meetings or events.
- Modify the existing park use permitting process to facilitate the use of other Town-owned properties until provided with further Town Council direction.

### **3. Review proposed revisions to the Town Council Agenda Format and Rules Policy and Planning Commission Policies and Procedures (Applicant/Appellant Presentation Limits)**

The Committee provided the following policy direction for inclusion in a revised Town Council Agenda Format and Rules Policy:

- The Committee agreed with the proposed recommendation to change the Public Hearings portion of the Town Council agenda to allow appellant and applicants no more than 5 minutes for all speakers and 3 minutes to rebut at the end of the public hearing.

### **4. Review and discuss Potential Language Addressing Telephonic Attendance**

The Committee provided the following policy direction for a proposed remote attendance policy:

- The Committee directed staff to return with a revised draft of the policy that incorporates proposed language from the alternative #2 provided in Attachment 4 with the following changes:
  - Change teleconference to remote participation
  - Remove employment and add medical to the list of the excused absences in section c.2
  - Include the language that states the expectation of both Council members and the public to attend regularly scheduled Council meetings
  - Include the Commission meeting schedules as part of the Board, Commission, and Committee application and appointment.

### **5. Discuss and provide direction on a draft Legislative Policy**

The Committee directed staff to return at a later date with a draft Legislative Policy for Committee review to include the following:

- A policy that includes guiding principles to inform Town Council legislative positions and provides guidelines for how Councilmembers could endorse, support, or oppose policies, measures, or legislation.

The meeting was adjourned at 11:08 a.m.